

# Portsmouth Business Procurement Conference

SPONSORED By:

Portsmouth Economic Development

in cooperation with the U.S. Small Business Administration

Information and "Meet the Prime" Q&A Sessions

- This conference will provide the knowledge you need to do business with Federal, State and Local Governments and private companies. Participants will have the opportunity to meet with private and government procurement officials who will share specific information about their unique contracting needs.
- Participants will also have an opportunity to pre-qualify for up to \$25,000 (UNCOLLATERALIZED) through the Community Express Loan program administered by the Hampton Roads Small Business Development Center.

Thursday, May 22, 2008 ♦ 8:00 A.M. to 4:30 P.M.

Renaissance Portsmouth Hotel

425 Water Street, Portsmouth, Virginia 23704

(Garage Parking available on 2<sup>nd</sup> & 5<sup>th</sup> Levels - \$3.00/All Day)

\$15 per person (Includes lunch)

Advance Registration is required! Deadline is May 15th

*(No children allowed due to seating capacity.)*

Registration Form is on separate sheet.

For questions contact Betty Crummie at: (757) 393-8804 or

Email: [crummieb@portsmouthva.gov](mailto:crummieb@portsmouthva.gov)



# Portsmouth Business Procurement Conference Registration Form

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Renaissance Portsmouth Hotel

425 Water Street, Portsmouth, Virginia 23704

## ATTENDEE INFORMATION:

Name \_\_\_\_\_ Title \_\_\_\_\_

Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Fax registration Form **by May 15, 2008** to: 757-393-8293.

Make check or money order **payable to** City of Portsmouth and mail to:  
Portsmouth Economic Development, 200 High St., Suite 200, Portsmouth, VA 23704  
(Payment must also be received by May 15, 2008)

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## ITEMS PARTICIPANTS SHOULD BRING TO THE LOAN SESSION:

1. A full copy of your EXPERIAN credit report (Obtain a FREE report at [www.annualcreditreport.com](http://www.annualcreditreport.com) or [www.experian.com](http://www.experian.com)).
2. Two copies of your driver's license or state I.D.
3. Your business checkbook (starter checks are okay with a letter from the bank stating the business checking account name, business checking account number and the routing number for wire transfers).
4. Your Federal Tax Number (you may use your social security number if you are a sole proprietor).
5. All owners of the business with 20% or more interest in the business must sign all loan forms.